



WOSS – Worker Supervisor Summary

This screen is used to display the workers who are under another person's supervision for the county. Note: It is blank upon entry, until the mandatory fields are entered.

| | | |
|---|---|--|
| WOSS | WORKER SUPERVISOR SUMMARY | 11/14/03 11:43:03 |
| | | KIM C |
| WORKER TYPE/COUNTY NO: T 07 | | COUNTY NAME: |
|  | | SHOW ALL WORKERS: N |
| | | FOR COUNTY  |
| SEL | SEL | |
| <div style="border: 1px solid black; padding: 2px; display: inline-block;">QS</div> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">QS</div> | |
| <p>TM903001 WORKER TYPE AND COUNTY NUMBER COMBINATION DOES NOT EXIST</p> <p>PF5-SUPRVISR LST PF6-FIRST PAGE PF7-PRIOR PAGE PF8-NEXT PAGE NEXT--></p> | | |

Solid arrow = Mandatory field. Open arrow = Optional Field. QS = Quick Select field.

Mandatory Fields ([F1] indicates Online Help is available.)

WORKER TYPE/COUNTY NO

In order to display information on WOSS, a worker type code (T for OPA staff, J for WoRC staff) and a county number must be entered.

Optional Fields

SHOW ALL WORKERS FOR COUNTY

A Y is entered in this field, to display all supervisors with his or her workers for the county.

Display Fields

COUNTY NAME

TEAMS will bring in the county name after a valid WORKER TYPE/COUNTY NO is entered on WOSS.

COUNTY DIRECTOR

The County Director's worker type, number, and name displays, if a valid T/County Number is initially entered in the WORKER TYPE/COUNTY NO field. (Note: this field will disappear once a supervisor is selected. At that point, the supervisor's information will appear in this top section instead.)

SUPERVISOR NUMBER/NAME

This is a listing of all the supervisors who are managed by the County Director indicated in the top section of WOSS. The Supervisors' worker types, numbers, and names are listed. (Note: this field will only be visible on the original listing of supervisors on WOSS – i.e. when the County Director information is displayed in the top section.)

SUPERVISOR

The Supervisor's worker type, number, and name displays in the **top section** of the screen, if a supervisor was selected using the SEL field on the original listing of supervisors. This is to indicate this person supervises all the workers listed below.

WORKER NUMBER/NAME

The person's worker type, number, and name displays, if a supervisor was selected from the SEL field on the original listing of supervisors. This heading is also displayed if Y is entered in the SHOW ALL WORKERS FOR COUNTY field.

Quick Select Field on WOSS**SEL**

This field is used to access the listing of all the workers of the selected Supervisor.

Navigation Fields and Fkeys

| | |
|----------|---|
| NEXT- -> | This field allows the user to access the next desired screen by typing the screen name. |
| F2 | The F2 key returns to the last TEAMS <i>menu</i> that was accessed. |
| F3 | The F3 key returns to the SYSE (System Selection) menu. |
| F5 | The F5 key accesses the original listing of supervisors on WOSS. |
| F6 | If more than one page of information is available for a worker type/county number, and the user is viewing any screen other than the first, pressing F6 returns to the first WOSS screen. |
| F7 | If more than one page of information is available for a worker type/county number, pressing F7 pages back. |
| F8 | If more than one page of information is available for a worker type/county number, pressing F8 pages forward. |
| F10 | The F10 key accesses the CANO (Case Notes) screen. |
| F12 | The F12 key clears any new data typed on the screen. |

Tips on WOSS

- WOSS displays an error if a county number that has no physical office is entered.
- Only the workers for the entered county will display, not necessarily all staff that the person supervises (if s/he supervises staff in more than one county).

- The fields that display on WOSS depend on how WOSS is accessed.
- For more information (including a demo of how to use WOSS – access “TEAMS Demonstrations” on the Bulletins page), please access the TEAMS Training Website at:

https://dphhs.mt.gov/sevp/teams/teams_tools/teams_tools_home.htm